

Department of the Army
Headquarters, Joint
Munitions Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

JMC Regulation 25-1

AUG 02 2006

Information Management

COMMANDING GENERAL'S POLICY MEMORANDUMS

Applicability. This regulation applies to all Joint Munitions Command (JMC) organizations.

Decentralized printing. Local reproduction of this regulation is authorized.

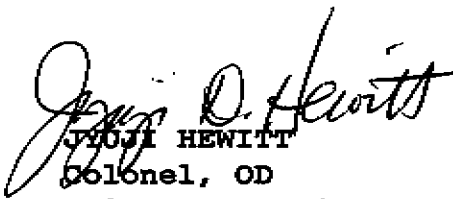
Supplementation. Supplementation of this regulation is authorized.

Proponent. The proponent is the Deputy Chief of Staff for Information Management, G-6. Users may send comments/recommendations to HQ JMC(AMSJM-IMP), 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail AMSJM-IMP@afsc.army.mil.

Distribution. Approved for electronic distribution from the Pubs Web page at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

Supersession notice. None.

FOR THE COMMANDER:


JOSEPH D. HEWITT
Colonel, OD
Chief of Staff

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1. Purpose. Provide guidance and procedures for identifying, preparing, submitting, and managing Commanding General's Policy Memorandums (CGPMs), the medium the CG uses to issue personal direction on subjects of major significance and matters requiring consistent and uniform action throughout the headquarters (HQ) and/or command.

2. References.

- a. AR 25-30, The Army Publishing Program.
- b. DA Pam 25-40, Army Publishing: Action Officers Guide.
- c. AFSC Pam 25-2, AFSC/JMC Publications Guide.
- d. AFSC Form 1-2, Coordination, Control & Information Sheet.

3. Policies.

a. CGPMs provide a means for the CG to express support and provide broad guidance for important programs or issues affecting command missions and employees. While a CGPM provides the CG's intent, it does not provide detailed procedures for implementation.

b. CGPMs should be worded to endure throughout the CG's tour.

c. HQ staff proponents will develop formal pamphlets, memorandums, regulations, etc., as governed by AR 25-30, if implementation guidance or procedures are necessary. These publications are posted on the command Pubs Web site at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

d. The official posting for JMC CGPMs will be on the CG's Web page at <https://www2.osc.army.mil/cg/cgpage.htm>. Users not on this domain must obtain the userid/password from their local Information System Security Officer to gain access.

4. Responsibilities.

a. Proponents of CGPMs will: .

(1) Prepare proposed CGPMs IAW paragraph 5, coordinate with other appropriate offices, then submit CGPMs to the command group for processing to the CG.

(2) Upon approval from the CG, promptly notify the workforce of the new/revised CGPM and its location on the Web. Generally, a simple e-mail introduction with a link to <https://www2.osc.army.mil/cg/cgpage.htm> is sufficient. When applicable, also indicate that a command publication addressing detailed policies, responsibilities, procedures, etc., is available from <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm> or will be forthcoming. For forthcoming guidance, include the estimated date (NTE 4 months).

(3) Promptly submit revised CGPMs as changes occur and notify the Executive Officer when they become obsolete.

(4) Conduct a bi-annual review to identify continued essentiality, updates required, etc.

b. The JMC Executive Officer will:

(1) Review proposed CGPMs for compliance with guidance herein then forward to the CG for signature.

(2) Add approved CGPMs to the CG's Web page at <https://www2.osc.army.mil/cg/cgpage.htm>.

(3) Return the approved original signature package to the proponent office. This will serve as notice that the CG has approved the policy.

(4) Provide a copy of existing CGPMs to new incoming CGs for review and provide a recommendation for retention or elimination. Upon assumption of command, provide the new CG an updated set of CGPMs for signature.

5. Procedures. Apply the following when preparing CGPMs:

a. Type on memorandum letterhead using Times New Roman/12pt/bold font. Generally, CGPMs will not exceed one page to include the signature block. The writing style should be active voice. Write concisely and clearly with the bottom-line first; avoid jargon. Spell out acronyms the first time used.

b. Identify in the first paragraph to whom the CGPM applies. For example: "This policy applies throughout JMC," or "This policy applies to HQ JMC."

c. Normally include either "All JMC Organizations" or "All HQ JMC Organizations" on the "MEMORANDUM FOR" line, however, it

may be appropriate to limit the distribution. Keep in mind that HQ JMC refers to just the internal headquarters and JMC refers to the total command to include all subordinate installations and organizations.

d. Identify a meaningful subject followed by a dash and JMC Policy Memo # XX-X (the XX represents the series which proponents will select from DA Pam 25-40, Table H-1, at http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p25_40/main.asp#apph. The -X represents a sequential number which will be assigned by the Pubs Officer, AMSJM-IMP/x8453/valerie.border@us.army.mil.

Examples:

SUBJECT: Cell Phone Usage - JMC Policy #25-1.

SUBJECT: Security Assistance Management - JMC Policy #12-1

e. Staff the proposed CGPM with appropriate organizations. If the CGPM will require additional manpower resources/funding upon implementation, include the G-1, Resource Management Directorate, Force Management Division (AMSJM-RMM). Summarize the resources/funding information on the AFSC Form 1-2. AMSJM-RMM will review and provide appropriate recommendations to the CG.

f. Once the CGPM has been staffed and signed, send the signed CGPM to the Pubs Officer, AMSJM-IMP/Valerie Border for posting to the CG Policy Web Page.